

**CLASS TITLE:**

## **WORKSHOP MANAGER**

**Class Code: 02840400**

**Pay Grade: 24A**

**EO: B**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be administratively responsible for the planning, organization, coordination and supervision of day program services for the developmentally disabled population; to develop specific educational, recreational and rehabilitation programs, assessments and curriculums to meet the needs of these individuals; to provide consultation for other day program and residential services for the developmentally disabled population for the purpose of informing them of means of improving their programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative; work is reviewed through reports and conferences for conformance to such programs.

**SUPERVISION EXERCISED:** Exercises administrative supervision, planning and organization of the work of instructors, subordinates, para-professionals or other employees assigned to such programs.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be administratively responsible for the planning, organization, coordination and supervision of day programs services designed to develop or rehabilitate educational, recreational, and socialization skills for the developmentally disabled population.

To design professional programmatic philosophies, curriculum and service structure to facilitate efficient and effective delivery of services.

To evaluate appropriate functional assessment to be implemented to accurately assess the individual's present level of functioning and projected needs of services.

To provide consultation to professionals, para-professionals, subordinates or other employees assigned to day programs or residential services.

To provide supervision to instructors, para-professionals or other employees assigned to day program.

To plan and conduct training sessions for staff, volunteers and/or the public.

To plan and conduct meetings in order to integrate programs of different disciplines, exchange information and discuss delivery of services.

To develop the individual's service plan including goals, objectives and procedures to assure that the individual's needs are being met.

To evaluate and re-evaluate the day program service to ascertain that such service conforms to state and departmental policies and guidelines.

To supervise the requisition, purchasing and distribution of equipment, materials and supplies to maintain within the budget.

To conduct interviews along with other professional staff to fill vacant positions.

To compile and maintain resource material, including journals, periodicals, product and equipment catalogs, etc., and to make this material available to all staff and interested parties.

To be responsible for being aware of current trends in education and rehabilitation for the developmentally disabled population.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of educational theories, principles, methods and techniques as applied to the education, and rehabilitation training of the developmentally disabled population; the ability to apply such principles, methods and techniques effectively; the ability to design, organize and supervise educational, recreational and rehabilitative programs for these individuals; the ability to design and evaluate the effectiveness of curriculum contents; the ability to plan, organize, supervise, direct and coordinate the work of staff engaged in the implementation of such programs; the ability to establish and maintain effective working relationships with superiors and associates; the ability to organize and conduct staff training; a working knowledge of community resources and how to use them effectively; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of Master's Degree from an accredited institution of higher learning in Special Education; and

Experience: Such as may have been gained through: employment in a responsible position of administrative nature of an educational, recreational, rehabilitative program for developmentally disabled population for a minimum of two years.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 19, 1993

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